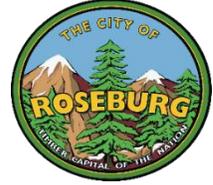


**ROSEBURG URBAN RENEWAL AGENCY  
BOARD MEETING AGENDA  
MARCH 13, 2023**



**City Hall Council Chambers  
900 SE Douglas Avenue  
Roseburg, Oregon 97470**

**Public Access:**

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>  
Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

***(Immediately Following the 7:00 p.m. City Council Meeting)***

1. **CALL TO ORDER:** Larry Rich, Chairperson
  2. **ROLL CALL OF BOARD MEMBERS**

Shelley Briggs Loosley	David Mohr	Ellen Porter	Brian Prawitz
Kylee Rummel	Patrice Sipos	Ruth Smith	Andrea Zielinski
  3. **CONSENT AGENDA**
    - A. Minutes of June 13, 2022 Meeting
  4. **DEPARTMENT ITEM**
    - A. Resolution No. UR2023-01 – Approving a Property Tax Exemption for Opportunity Council Property Located at 152 Sunshine Road in Roseburg, Oregon.
  5. **AUDIENCE PARTICIPATION**
  6. **ADJOURNMENT**
- 

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
June 13, 2022**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 9:14 p.m. on Monday, June 13, 2022, City Hall Council Chambers at 900 SE Douglas Avenue in Roseburg, Oregon.

ROLL CALL

Present: Board Members Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Sheri Moothart, Brian Prawitz, Kylee Rummel, Patrice Sipos and Andrea Zielinski

Absent: None

Others Present: City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Finance Director Ron Harker, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Fire Chief Monte Bryan, Library Director Kris Wiley, Public Works Director Dawn Easley, Communications Specialist Suzanne Hurt and Management Assistant Koree Tate.

CONSENT AGENDA

Board Member Cotterell moved to approve the minutes of the March 14, 2022 Meeting. The motion was seconded by Board Member Zielinski and approved with the following vote: Board Members Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

PUBLIC HEARING – RESOLUTION NO. UR-2022-02 BUDGET ADOPTION

Board Chair Rich opened the public hearing regarding the 2022-2023 budget adoption at 9:14 p.m. Mr. Harker reported the budget document was distributed to members of the Budget Committee on May 3, 2022. The budget document was made public by posting on the City website and by making available a hard-copy at City Hall on May 3, 2022. The Urban Renewal budget document was presented by staff on May 10, 2022. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 10, 2022, with no adjustments.

As no one else wished to speak, Board Chair Rich closed the Public Hearing at 9:15 p.m. Board Member Cotterell moved to adopt Urban Renewal Resolution No. UR2022-02, entitled, "A Resolution Adopting the 2022-2023 Budget and Making Appropriations," and declaring tax increment financing. The motion was seconded by Board Member Zielinski and approved with the following vote: Board Members Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

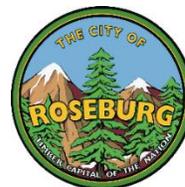
ADJOURNMENT

The meeting adjourned at 9:16 p.m.



Koree Tate  
Management Assistant

# ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



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## RESOLUTION NO. UR2023-01 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD.

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Meeting Date: March 13, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Amy L. Sowa, ACM/Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership requesting a tax exemption for low-income housing located at 152 Sunshine Road.

### BACKGROUND

#### A. Board Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: The Board adopted Resolution No. UR2022-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

#### B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. They applied for and were granted, tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received by the City on February 24, 2023. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

**C. Financial/Resource Considerations.**

The estimated taxes on this property for this year are \$248,496, with approximately \$126,000 to the City and \$3,300 to the urban renewal district. Given that this property is within the Urban Renewal Area, without a tax exemption, the growth in tax revenue, or approximately \$2,100, would go to the Urban Renewal Fund.

**D. Timing Considerations.**

Per ORS 307.547, the Board shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ends March 26, 2023. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax exempt status must be submitted annually.

**BOARD OPTIONS**

The Board has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends the Board adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. UR2023-01 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. UR2023-01

Attachment #2 – Application from Opportunity Council requesting a tax exemption

**RESOLUTION NO. UR2023-01**

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR  
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN  
ROSEBURG, OREGON.**

**WHEREAS**, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

**WHEREAS**, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

**WHEREAS**, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

**WHEREAS**, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, A PUBLIC BODY CREATED UNDER ORS 457.035 that:**

**Section 1.** The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

**Section 2.** The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

**Section 3.** This resolution shall become effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY OF THE CITY OF  
ROSEBURG AT ITS REGULAR MEETING ON THE \_\_\_ DAY OF \_\_\_\_\_, 2023.**

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**Amy L. Sowa, Assistant City Manager/Recorder**



# CITY OF ROSEBURG, OREGON

**Application**  
**Property Tax Exemption for Low-Income Housing**  
**(ORS 307.540 – 307-545)**  
**Application Due Date: March 1**

**ORGANIZATION INFORMATION**

**Applicant/Sponsor**

Organization Name Opportunity Council		SSN/Tax ID 91-0787820
Address 1111 Cornwall Ave	City/State Bellingham WA	Zip 98225
Contact Person David Foreman	Phone (360) 734-5121	Fax
Email david_foreman@oppco.org	Additional Contact Information (if applicable) Bret George - bgeorge@wishcamperpartners.com	

Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization?  Yes  No  
 If not, is this entity a general partner of a Non-Profit partnership?  Yes  No

**Entity Type** (please check one)

Partnership  Other (specify) \_\_\_\_\_

Corporation

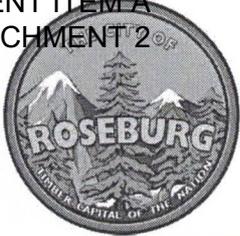
**Property Owner (if other than Applicant)**

Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member	
Address 131 S. Higgins Ave	City/State Missoula MT	Zip 59802
Contact Person Bret George	Phone (406) 546-4537	Fax
Email bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)	

**Required Information**

Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): \_\_\_\_\_  
 Property ID #R34300 - Account #46031.03  
 Sunshine Park Apartments, 152 Sunshine Road, Roseburg

Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: \_\_\_\_\_  
 The project will provide 144 rent restricted apartment units to low-income individuals and/or families. 100% of the property is being utilized for this purpose.



# CITY OF ROSEBURG, OREGON

**Description of how the tax exemption will benefit project residents:**

The tax exemption benefits the project residents in that it allows the developers to increase the construction and permanent loans to levels necessary to construct all units. The increase in loan proceeds also allowed th project to establish a 15-year reserve to provide resident services to the tenants. The non-profit partner also provides direct information and referral services to project residents, connecting them to community-based social and supportive services. This activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition services, legal services, and similar services often needed by low income households.

**Description of the development of the property if the property is being held for future low income housing development:**

Construction of 144 units of low income housing is currently underway. Construction began in May 2021 and is expected to be complete by 7/31/2023.

### Required Documentation

- Certification of income levels of low income occupants.
  - Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD)



# CITY OF ROSEBURG, OREGON

## DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; or I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

*Greg Winter* 02/24/2023  
 Signature Date

STATE OF Washington )  
 )ss.  
 COUNTY OF Whatcom )

This instrument was acknowledged before me on the 24<sup>th</sup> day of February, 2023 by Greg Winter, as Executive Director of Opportunity Council, on behalf of said corporation.



*Anneliese De Leon*  
 Notary Public

My commission expires: 5/28/2023

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_  
 Approved  Not Approved